

Message Text

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PAGE 01 STATE 017953
ORIGIN SS-15

INFO OCT-01 AS-01 NEA-10 ISO-00 SIG-01 SSO-00 CCO-00
NSCE-00 NSC-05 A-01 OC-06 SY-05 /045 R

DRAFTED BY S/S-S:BBODINE
APPROVED BY S/S-S:LJREDDY
S:PTARNOFF
S/S:MR. SEBASTIAN
NEA:AATHERTON

-----270115Z 057688 /62

P 262255Z JAN 77
FM SECSTATE WASHDC
TO AMEMBASSY TEL AVIV PRIORITY
AMEMBASSY CAIRO PRIORITY
AMEMBASSY BEIRUT PRIORITY
AMEMBASSY AMMAN PRIORITY
AMEMBASSY DAMASCUS PRIORITY
AMEMBASSY JIDDA PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS) IS, SY, SA, EG, LE, JO

SUBJECT: SECRETARY VISIT TO THE MIDDLE EAST; SECRETARIAT
STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE
PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE
FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING
MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES
OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS
AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY
(SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE
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PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE
OFFICER AND ONE SECRETARY WILL PRECEDE THE SECRETARY TO
CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE
UNDERSTOOD AND MET. A SECOND TEAM WILL ARRIVE WITH THE
SECRETARY. NAMES AND TRAVEL INFORMATION FOR TEAM

MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S DEPARTURE AFTER THE SECRETARY HAS LEFT. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT LIMITED OFFICIAL USE

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-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E.,

TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS -- AS DETERMINED BY POST -- ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

7. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION FOLLOW SEPTEL.
VANCE

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PAGE 01 STATE 017953
ORIGIN NEA-04

INFO OCT-01 ISO-00 SS-07 /012 R

66011

DRAFTED BY NEA:EABINGTON
APPROVED BY NEA:EABINGTON
S/S-S:BBODINE
S/S:AWOTTO

-----282235Z 097235 /66

O 282220Z JAN 77
FM SECSTATE WASHDC
TO AMCONSUL JERUSALEM IMMEDIATE

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FOL RPT STATE 017953 ACTION TEL AVIV CAIRO BEIRUT AMMAN DAMASCUS
JIDDA 26 JAN QUOTE

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS) IS, SY, SA, EG, LE, JO

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VANCE

UNQUOTE VANCE
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 26-Jan-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
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Drafter: S:BBODINE
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Expiration:
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Legacy Key: link1977/newtext/t19770115/aaaaamzr.tel
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Litigation History:
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Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
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Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3492262
Secure: OPEN
Status: <DBA CHANGED> GWR 20040430; <DBA REVIEWED> GWR 20040503
Subject: SECRETARY VISIT TO THE MIDDLE EAST; SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, IS, SY, SA, EG, LE, JO, (VANCE, CYRUS)
To: TEL AVIV CAIRO MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/16da38d0-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009